

ECONOMIC DEVELOPMENT MANAGER COMMUNITY DEVELOPMENT DEPARTMENT

SALARY RANGE: \$6,475 - \$8,677 per month

CLOSING DATE: June 12, 2015

The City of Beaverton is seeking a dynamic and visionary professional to manage the development and implementation of the City's goals and programs in economic development and small business assistance. The Manager will:

- Manage the development, implementation and administration of the City's economic development and small business assistance, plans and policies including grant applications and special funding proposals;
- Establish and manage a micro-financing revolving loan program to provide operating and capital assistance for emerging businesses;
- Coordinate activities with local, regional and state partners to help create consistent and effective strategies and messaging;
- Engage with local and regional entrepreneurial groups and businesses including business incubators to foster a vibrant climate for new businesses;
- Participate in establishing a series of incentive and investment strategies that support the development of public-private partnerships for economic development and business expansion activities.

The ideal candidate will have the ability to develop strong working relationships with business and community partners; knowledge of practices and principles of economic development and small business assistance; federal, state, regional and local codes, ordinances, standards, laws and regulations governing economic development; professional ethics relating to economic development; small business loan/assistance programs. In addition, this individual will have extensive knowledge of economic development strategies including the use enterprise zones, public/private business financing programs, target industry and cluster development strategies, business retention/expansion/attraction strategies and programs, business incubators and incentive/investment strategies.

Requires a Bachelor's degree in business/public administration or related field and eight years progressively responsible experience in economic development, program administration and urban planning, including three years in a supervisory or management role and experience in commercial and industrial real estate and mortgage lending, or an equivalent combination of education and experience is required. A CEcD Certification is preferred.

All interested individuals may apply submitting a City of Beaverton application form and resume to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

Minorities and veterans are encouraged to apply.